City of Seattle Office for Education

How to Submit Your RFQ

Electronic Copy*

Email **one electronic copy** of the complete RFQ, including attachments, cover sheets, and data sample(s) to: **EducationOffice@seattle.gov by the deadline.** Must be in MS Word or Adobe PDF format.

Paper Copies

Send or deliver **three hard copies**, including any attachments, to the Office for Education at the address below. Note: Applications must be postmarked by due date.

Naming Your Files

RFQ File Name: Name the files you send as follows:
YourOrganizationName_NameofRFQ_RFQ
[Example: IZAFamilyServices_CollegeCareer_RFQ]

Subject Heading

Put the following in the subject line of your email:
YourOrganizationName_NameofRFQ_RFQ
[Example: IZAFamilyServices_CollegeCareer_RFQ]

Mailing Address   For U.S. Postal Service **ONLY**

Office for Education
RFQ – *NameofRFQ*
[Example: RFQ – CollegeCareer]
PO Box 94649
Seattle, WA 98124-4649

Physical Address   For hand-delivery or sending through FedEx or UPS:

Office for Education
Department of Neighborhoods
700 5th Avenue, Suite 1700
Seattle, WA 98104

*Having trouble sending your electronic file?

If you email your application and get an error message that your file is too large, try "zipping" it before you send it. On PC machines, point your cursor to the file and right-click your mouse. Choose **Send To**>**Compressed (zipped) Folder**. This will create a new folder on your desktop with the same name as the original file. Now send an email to **EducationOffice@seattle.gov** and include this zipped folder as an attachment.

Questions:

Contact Sue Rust, 206-615-0465 or Michelle Stocking, 206-684-0607